

**EMPLOYMENT TRAINING PANEL
SAN DIEGO REGIONAL FIELD OFFICE
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)
(PROJECT DEVELOPMENT/MONITORING ANALYST)**

Under the general direction of a Staff Services Manager I, incumbent maintains responsibility for the development of the more complex training agreements from marketing through completion of negotiations and Agreement approval. In addition, incumbent monitors assigned Employment Training Panel Agreements for compliance with contract terms and conditions. Performs the following toward this end:

- 25%** **Develop and negotiate the terms of the more complex training proposals with potential contractors of projects likely to merit Employment Training Panel (ETP) funding. Provide technical assistance to customers in identifying training needs; and inform employers and training providers of ETP eligibility, curriculum, and budgetary requirements according to ETP legislation, regulations and policies. Responsible for analysis, preparation, and writing project outlines, agreements, amendments, technical amendments, and budgets. Prepare written analysis (including memorandums), correspondence and maintain documentation on each funding request. Work with Contract Review Analysts to process proposals, contracts, amendments, technical amendments, and budgets. (Travel time to conduct these functions is included in this percentage.)**
- 30%** **Travel to training sites to independently review, analyze and evaluate the activities associated with the more complex on-going training contracts to ensure that contractors comply with terms and conditions of the agreements, and to ensure training activities and training documentation are in compliance with the Panel's legislation, regulations, policies and directives. Interview contractors, trainees, subcontractors and participating employers to collect information to evaluate the effectiveness of training programs. Discuss and coordinate amendment and modification requests with contractors and appropriate project staff. (Travel time to conduct these monitoring functions is included in this percentage.)**
- 15%** **Independently prepare written monitoring reports, modification requests and, when requested, prepare written analysis of agreement performance, problems, results, and recommendations. Make oral and written presentations to management staff.**
- 10%** **Provide technical assistance to contractors, subcontractors, and other participating organizations to ensure that accurate and appropriate procedures are adhered to in the following areas:**
- | | |
|---------------------------------|---|
| 1. Trainee Recruitment | 5. Accounting Records |
| 2. Trainee Certification | 6. Training Records |
| 3. Trainee Enrollment | 7. Amendments/Modifications |
| 4. Agreement Invoicing | 8. Employer Eligibility Certifications |

(Travel time to conduct these functions is included in this percentage.)

- 10% **Market and maintain positive business contacts in person, by telephone, and by written correspondence to properly inform potential contractors, including employers, training providers and others of the program criteria and procedures. Facilitate individual and group orientation sessions designed to provide potential contractors with an understanding of the programs funding and performance requirements.**
- 05% **Independently investigate complaints, report findings, recommend corrective action and complaint-resolution procedures on complaints received from trainees, contractors, and other participating organizations regarding the terms and conditions of ETP Agreements.**
- 05% **Perform other duties as assigned.**

100%

Note: Understand and practice Total Quality Management principals on a daily basis, with emphasis on exceptional service to meet customer needs. Participate as a team member on quality improvement teams and/or work groups.

Maintain a positive work atmosphere by communicating and interacting in a manner that is harmonious with customers, clients, co-workers, and management, and is conducive with ETP's overall mission.

Position includes the use of a personal computer on a daily basis.

Approved by Hiring Manager

Date

Reviewed by Incumbent

Date